

HOUSING AUTHORITY OF THE TOWN OF MANSFIELD

ANNUAL MEETING MINUTES

Housing Authority Office

September 18, 2014

8:30 a.m.

Attendance: Mr. Long, Chairperson; Mr. Simonsen, Vice Chairperson; Mr. Eddy, Secretary and Treasurer; Ms. Hall, Assistant Treasurer; Ms. Fields, Executive Director.

The meeting was called to order at 8:38 a.m. by the Chairman.

ELECTION OF OFFICERS

A motion was made by Mr. Simonsen and seconded by Mr. Eddy to re-elect the current slate of officers to their positions. Motion approved unanimously.

MINUTES

A motion was made by Mr. Simonsen and seconded by Mr. Eddy to accept the minutes of the August 20, 2014 Regular Meeting. Motion approved unanimously.

COMMENTS FROM THE PUBLIC

None

COMMUNICATIONS

The Chairman presented a letter of resignation from Ms. Ward. Ms. Ward joined the Board of Education which made her ineligible to serve on the Board of the Housing Authority. The Board is sorry to lose Ms. Ward as a member and wishes her well in her new position with the Board of Education.

Ms. Fields presented a letter from Spectra Energy regarding an information meeting on the Algonquin Gas Transmission, LLC proposed Atlantic Bridge Expansion Project.

REPORTS OF THE DIRECTOR

Bills

A motion was made by Mr. Simonsen and seconded by Mr. Eddy to approve the June bills. Motion approved unanimously.

Financial Reports –A (General)

A motion was made by Ms. Hall and seconded by Mr. Simonsen to approve the May Financials. Motion approved unanimously.

Financial Report-B (Section 8 Statistical Report)

A motion was made by Mr. Eddy and seconded by Mr. Simonsen to approve the June Section 8 Statistical Report. Motion approved unanimously.

REPORT FROM TENANT REPRESENTATIVE

General Reports

Wrights Village had a picnic on September 17th with over 20 residents attending. Facilitated by the Resident Service Coordinator, a group of residents planned and organized the party together. They are considering a holiday party and another spring picnic.

Mr. Eddy suggested we remove the rest of the metal cans which had been used for salt and sand last year. They are unsightly and are usually buried in snow (due to their location) when needed.

Mr. Eddy noted that the sewer vent pipes on a couple of the buildings have white on them and suggested that birds sit on the sewer pipes and bird dropping run down the exterior side of the pipe. He suggested a cover for the pipe that would keep the birds from sitting there. Ms. Fields will follow up.

COMMITTEE REPORTS

Development Committee

None

Quality of Life Committee

Wright's Village Fence – Living or Non-Living

The results of the survey were presented by Ms. Fields. The results were inconclusive and it was determined that a plan should be done with pictures and invite residents to view and comment on the plan(s).

UNFINISHED BUSINESS

Resident Rent Increase Meetings and Resolution

Ms. Fields reported that no one attended the rent increase meetings on September 17, 2014. No written objections or phone calls with objections were received by the Housing Authority.

RESOLUTION

WHEREAS, it is necessary that the Housing Authority of the Town of Mansfield to increase the base rent at Holinko Estates and Wright's Village to meet increased costs of management and capital needs of the property,

THEREFORE, BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE TOWN OF MANSFIELD THAT:

The Base Rent at Holinko Estates will be increased, effective May 1, 2015, as follows:

- a. Two Bedroom Flats from \$565 to \$575 per month.
- b. Two Bedroom Townhouse from \$595 to \$605 per month.

- c. Three Bedroom Flats from \$630 to \$640 per month.
- d. Three Bedroom Townhouse from \$660 to \$670 per month.
- e. Four Bedroom Townhouse from \$730 to \$740 per month.

The Base Rent at Wright's Village will be increased, effective January 1, 2015, as follows:

- a. Small One Bedroom from \$295 to \$305 per month.
- b. Large One Bedroom from \$305 to \$315 per month.

A motion was made by Mr. Simonsen and seconded by Ms. Hall to approve the above Resolution. Motion approved with the exception of Mr. Eddy who recused himself.

Sale of the Section 8 Vehicle

A motion was made by Mr. Simonsen and seconded by Mr. Eddy to sell the 2000 Subaru Legacy Wagon Section 8 vehicle to Holinko Estates and Wright's Village for \$4000, to be paid for equally by Holinko Estates and Wright's Village. Motion approved unanimously.

Budgets

A motion was made by Mr. Simonsen and seconded by Mr. Eddy to approve the budgets for Holinko Estates, Wright's Village, and Section 8 as presented. Motion approved unanimously.

NEW BUSINESS

Snow Blower for Tractor (Wright's Village)

Ms. Fields requested approval to purchase a snow thrower attachment for the John Deere tractor. It will allow the sidewalks to be more thoroughly cleared of snow and help throw the snow further when the plow attachment is unable to push the snow. The cost would be approximately \$3,500.

A motion was made by Mr. Eddy and seconded by Mr. Simonsen to approve the purchase of a snow thrower attachment for the tractor. Motion approved unanimously.

Section 8 Administrative Plan Changes

Ms. Fields submitted the following changes to the Administrative Plan: (1) updates provided by Nan McKay reflecting required changes to comply with the 2013 Reauthorization of VAWA by Congress; (2) changes authorized under the 2014 appropriations act regarding the establishment of utility allowances and the definition of extremely low income; (3) changes provided by the 2014 appropriations act allowing the option for housing authorities to inspect biennially; and (4) Chapter 8 Owner and Family Inspection Attendance, minor wording changes. Ms. Fields and Ms. Vangsness recommended the acceptance of the option for biennial inspections.

A motion was made by Mr. Eddy and seconded by Mr. Simonsen to accept the changes as submitted. Motion approved unanimously.

MEETING DATE REVIEW

No changes were made to the October, November or December meeting date.

OTHER BUSINESS

None

ADJOURNMENT

The Chairman declared the meeting adjourned at 10:25 a.m. without objection.

Dexter Eddy, Secretary

Approved:

Richard Long, Chairman